



Materials received by **May 15, 2012** will receive first consideration.

Resume, including cover letter and record of accomplishments, will be reviewed and evaluated as received. Please submit statement of interest and resume materials to:
ExecutiveRecruitment@hr.lacounty.gov

Please indicate the position title of [Deputy Fire Chief, Business Operations](#) in the subject line of your e-mail.

Confidential inquires welcomed to:

BILL DUKES

Department of Human Resources
Executive Services Division
Kenneth Hahn Hall of Administration
500 West Temple Street – Room 555
Los Angeles, CA 90012
Telephone: (213) 974-2454
Fax: (213) 613-4773

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, without your name, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (213)738-2057 (ADA Coordinator – Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS).

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

SOCIAL SECURITY ACT OF 2004

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

This announcement may also be downloaded from the COUNTY OF LOS ANGELES website at:
<http://hr.lacounty.gov>



**The County of Los Angeles is an
Active Equal Opportunity Employer**

SALARY & BENEFITS

ANNUAL SALARY: \$132,916 – \$201,179 (R16) This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Salary placement will be commensurate with candidate's qualifications, salary history, and professional career accomplishments.

BENEFITS PLAN – The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

Retirement Plan – The successful candidate, if sworn, will participate in a contributory, defined benefit retirement plan for Safety Members. If a non-sworn candidate is selected, he or she may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees do not pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. *The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.*

Cafeteria Benefit Plan – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurances.

Non-Elective Days – 10 paid days per year with the option to buy an additional 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.

Flexible Spending Accounts – Employees may contribute up to \$400 per month tax free, to Health Care and Dependent Care. Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401k) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Deferred Compensation Plan (457) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

11 Paid Holidays Per Year.

*The County of
Los Angeles
Invites Resumes for*

**DEPUTY CHIEF,
Business Operations
(Unclassified)**

Payroll Title: Deputy Fire Chief, Business Operations



**Filing Period:
May 2, 2012 – Until position
is filled.**

**Annual Salary:
\$132,916 – \$201,179**

THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 26 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-six (36) major administrative units or departments that currently serve the needs of the County's residents.

In fiscal year 2011-12, the County has an annual budget in excess of \$24 billion and funding for over 100,00 positions to serve its diverse population.

THE FIRE DEPARTMENT

The Los Angeles County Fire Department has a rich and unique history, which is full of innovation, and daring accomplishments. The Los Angeles County Fire Department is a leader and model to fire departments around the world—from designing the 911 systems in the 1970's to current day Urban Search And Rescue and Homeland Security sections. From the land, the air, or the water, the Los Angeles County Fire Department is ready to respond to emergencies large and small. With numerous specialized units, the Los Angeles County Fire Department is capable of responding to everything from the smallest animal rescue to a major terrorist incident in the region. From front line firefighters, to specialized and highly trained experts, these dedicated men and women place their lives on the line each and every day to maintain the public's safety, rescue them from harm, and provide a calming voice when disaster strikes.

The Fire Department is organized into six bureaus: three regional emergency operational bureaus, and three business operations bureaus: Administrative Services, Prevention Services and Special Services. The current departmental budget is over \$900 million and includes funding for approximately 4,518 positions.



THE POSITION

The Deputy Chief, Business Operations is an unclassified position, and is responsible for the Administrative Services Bureau which includes the Financial Management, Human Resources and Materials Management divisions. Incumbents exercise independent action and strategic planning, and possess extensive managerial knowledge and effective interpersonal skills. The Deputy Chief, Business Operations is appointed by the Fire Chief and reports to the Chief Deputy, Business Operations.

EXAMPLES OF DUTIES

- Advises and assists the Fire Chief and Chief Deputy in formulating departmental regulations and policies.
- Manages, plans, assigns, directs and evaluates the work of the Administrative Services Bureau of the Fire Department.
- Develops and manages the budget for the assigned Bureau and oversees the budget for the entire Department.
- Directs administrative and staff services including training, planning, research, special projects and reports, legislative review and personnel administration.
- Directs, through the Financial Management division, the Incident Management Team on 24 hour call for major emergency incidents.
- Directs the coordination of the work of the Administrative Bureau with other bureaus, with other County departments and establishes and maintains effective working relationships with other governmental agencies and the public.
- Formulates and implements plans and procedures for the maintenance and improvement of efficiency within the bureau, including the assignment of personnel and the division of functions.
- Performs the duties and exercise the authority of the office of Chief Deputy, Business Operations in the absence of the latter.

THE IDEAL CANDIDATE

The ideal candidate will possess extensive experience in directing the financial management function in a large public sector organization and/or large public safety agency. The Deputy Fire Chief, Business Operations will be a critical and analytical thinker, developing improvements to existing systems. The ideal candidate will have demonstrated success in identifying budget needs and finding creative solutions to resolving and managing those needs. Additionally, this individual must be a strong leader with the ability to obtain results from staff, and be able to work in partnership with internal and external stakeholders.

QUALIFYING EDUCATION & EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Management, or a closely related field -AND- Four years of highly responsible experience managing one or more major administrative support functions such as finance and budget, or human resources.

LICENSE:

A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out essential job related functions.

DESIRABLE QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Master's Degree or higher in public administration, or a closely related field.

It is desirable for the incumbent to have demonstrated experience with, and knowledge of:

- Principles and practices of public administration, including accounting, financial reporting, budget preparation and human resources management.
- Utilizing continuous improvement methods and best practices to promote a cooperative environment; and in demonstrating the integrity that aligns with County values, which provides for effective and responsible decision-making.
- Cultivating and sustaining critical relationships with a variety of key stakeholders, including elected and public officials, the media, advocacy groups, and representatives from other entities.
- Performance management programs ensuring employee effectiveness and accountability.

- Pertinent federal, state, and local laws, codes, and regulations related to the fire service or a public-safety organization.
- Ensuring departmental hiring and promotional practices are consistent with the County's equal opportunity policy.

THE SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Fire Chief for consideration.

TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position. Submission should include **ALL** of the following:

1. Candidate's ability to meet the requirements as stated in the Qualifying Education & Experience and Desirable Qualifications sections of this recruitment announcement.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

